

## Notice of Position Opening

External/Internal

Full Time

**Title:** Supervising Principal  
**Posting Number:** S-091  
**Posting Date:** March 22, 2024  
**Reporting to:** School Regional Principal  
**Grade Level** S1

**Application will be accepted up to April 4, 2024**

### Responsibilities

- Manage, evaluate, and supervise effective functioning of the school consistent with the philosophy, mission, values, and goals of the school.
- Ensure that teachers present their reports on time. (Test grades, attendance, etc.)
- Supervise the instructional programs of the school, i.e., lesson plans and observing classes (teaching, as duties allow) on a regular basis.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school.
- Conduct meetings every marking period with staff and the PTA.
- Ensure that teachers nurture students through academic program such as (Reading Club, Quizzing, Essay Writing, debate, etc.) to achieve their greatest potential.
- Make periodic reports to the Education Department through the Office of the Regional Principal (Academic, disciplinary, etc.)
- Perform teacher's annual appraisal.
- Perform other duties as may be assigned by the Education Department

### Daily Responsibilities:

- Monitor the daily attendance of teachers.
- Monitor classrooms to ensure that teachers are teaching according to the Curriculum (grade books, lesson plan, educational material etc.)
- Ensure that the school environment is conducive for learning (academic, facilities, etc.)

Perform other duties as may be assigned by the Education Department

### Education:

B.Sc. Degree in Education (Early Childhood)

### Minimum Qualifications

- Minimum 5 years of working experience in a school environment
- Work experiences in schools' supervision, inspection, and administration

### Additional Requirements:

- Excellent Problem-solving skills
- Articulate actionable recommendations to the Regional Principals on school matters.
- Team Working Ability, experience accomplishing work in a fast-paced environment, under pressure and within deadline.
- Excellent organizational skills
- Write and speak fluent English.
- Must have had some training in M&E, specifically in Education or its related field.
- Must be able to ride a bike or can be trained to use one.

*M.N. Nwobi-Sporee*

3-21-24

**Send resume (max. 3 pages) to: [FSLBHR@bfusa.com](mailto:FSLBHR@bfusa.com)**  
**Human Resources Department**



**Firestone Liberia LLC.**  
**Please reference this posting number on all documents: S-091**